

MEETING ROOM POLICY

- .. **The Library's meeting room facilities at the Civic Center and South Chula Vista branch libraries are open to groups and organizations engaged in educational, cultural, intellectual or charitable activities.**
- .. **Library meeting rooms are not available for regularly scheduled meetings of organizations or groups recurring at stated intervals and extending over a period of time. Approval may be granted for up to four meeting times in a calendar year.**
- .. **Admission to the meeting room must be free and open to the entire community as space permits. No charges or registration fees may be collected. The sale of merchandise or services of any type is also prohibited.**

MEETING ROOM USE GUIDELINES

1. The Library's Meeting Room facilities may be used as follows:

Civic Center: Monday through Thursday 10:00 a.m. to 8:45 p.m.
Friday and Saturday 10:00 a.m. to 5:45 p.m.
Conference Room seating capacity is 26 persons
Auditorium seating capacity is 152 persons

South Chula Vista: Monday through Thursday 9:00 a.m. to 7:45 p.m.
Friday 9:00 a.m. to 5:45 p.m.
Saturday 12:00 to 5:45 p.m.
Conference Room A seating capacity is 25 persons
Multi-purpose Room B seating capacity is 50 persons

2. No custodial staff assistance is available during the scheduled meeting. The organization using the room is responsible for pre-planning and reserving room set-up time and prompt clean-up and the removal of its property at the close of the meeting.
3. Children under 18 must have adequate supervision by a person of at least 18 years of age.
4. Decorations or displays must be limited to those items, which are self-supporting, and on a floor or table which conform to the fire regulations. (Nothing may be attached to the walls or ceilings of these rooms.)
5. Minimal kitchen facilities are available, however, alcoholic beverages may not be served at meetings scheduled through this application process.
6. Smoking is prohibited in the Library and its facilities.
7. Illegal use of the Library's facilities is not permitted.
8. The Branch Manager or authorized City personnel shall have the right to enter the premises at all times.

9. Neither the name nor the address of the Chula Vista Public Library may be used as a mailing address or contact for organizations meeting in these rooms.
 10. Permission to use a meeting room is not transferable from one organization to another. Further, any change in the representative or in the subject of the program as indicated on the application must be reported immediately to the Branch Library.
 11. The Library does not advocate or endorse the viewpoints of meeting room users.
 12. Provisions of this policy may be waived or amended under special conditions only by approval of the Library Director or his designated agent.
 13. The applicant agrees to hold the City of Chula Vista, the Library Trustees, including each and all of their respective officers, agents, employees, at all times free and harmless from any and all claims, demands, or judgements that may arise out of, and in connection with, or be the result of any injury sustained or suffered by any person while attending the above meeting; or while on the premises of said building and grounds.
 14. Failure to comply with any of the guidelines may result in the denying of future requests for room use.
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APPLICATION PROCESS

1. Application for use of meeting rooms must be filed, in writing, at the Branch Library (Civic Center or South Chula Vista). The Branch Manager is authorized to grant or deny permission for the use of the Library meeting program.
2. If there are special set-up requirements they must be included with the submission of this application.
3. Applications should be filed at least seven days, but not more than one year in advance of the meeting.
4. Priority will be given to organizations and groups headquartered in Chula Vista or whose membership is composed of Chula Vista residents.
5. A representative of the organization (at least 18 years of age) must agree to sign this application and accept responsibility for the condition of the room, for Library property and for the conduct of the group.
6. The Branch Library must be notified of a cancellation within 72 hours of the scheduled date. In the event the Library must cancel a scheduled meeting every effort will be made to notify the applicant at least 72 hours in advance.
7. The applicant will receive notice of approval or disapproval of this application by phone call within 72 hours of submittal of the application.

Application is made for use of:

<input type="checkbox"/> Conference Room 26 seating capacity	<input type="checkbox"/> Auditorium 152 seating capacity
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Day, Date & Actual Time of Meeting: _____

Beginning Time: (set up) _____ Ending Time: (clean-up) _____

Name and type of organization: _____

Nature of meeting (Give general description and topic of discussion): _____

Special Requirements: Please indicate equipment needed by placing an “X” below. No other equipment is available.

Conference Room

- ☐ Kitchen Facilities
- ☐ Overhead Projector
- ☐ Slide Projector
- ☐ Portable TV & VCR
- ☐ Seating (Up to 26)
- # of participants expected _____
- ☐ Screen

Auditorium

- ☐ Kitchen Facilities
- ☐ Overhead Projector
- ☐ Slide Projector
- ☐ Microphone
- ☐ Screen
- ☐ Portable TV and VCR
- ☐ Seating (Up to 152)
- # of participants expected _____

Applicant agrees to comply with the Chula Vista Public Library Meeting Rooms Policy, use guidelines and application process.

Date of Application: _____ Please Print Name: _____

Signature of Authorized Officer or Sponsor: _____
(We must have an original signature.)

Address: _____

Phone: _____ E-mail: _____

Fax: _____

(for office use only)

- ☐ Application Approved
 - ☐ Application Denied
 - ☐ In Schedule Book
 - ☐ Applicant Notified

Library Manager

Application is made for use of:

<input type="checkbox"/> Conference Room A 25 seating capacity	<input type="checkbox"/> Multi-Purpose Room B 50 seating capacity
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Day, Date & Actual Time of Meeting: _____

Beginning Time: (set up) _____ Ending Time: (clean-up) _____

Name and type of organization: _____

Nature of meeting (Give general description and topic of discussion): _____

Special Requirements: Please indicate equipment needed by placing an “X” below. No other equipment is available.

Conference Room (A)

- ☐ Kitchen Facilities
- ☐ Overhead Projector
- ☐ Slide Projector
- ☐ Portable TV & VCR
- ☐ Seating (Up to 25)
- # of participants expected _____
- ☐ Screen

Multi-Purpose Room (B)

- ☐ Kitchen Facilities
- ☐ Overhead Projector
- ☐ Slide Projector
- ☐ Microphone
- ☐ Large Screen
- ☐ Portable TV and VCR
- ☐ Seating (Up to 50 without tables)
- # of participants expected _____
- ☐ If you would like a particular room set-up,
please choose from the attached sheets.

Applicant agrees to comply with the Chula Vista Public Library Meeting Rooms Policy, use guidelines and application process.

Date of Application: _____ Please Print Name: _____

Signature of Authorized Officer or Sponsor: _____
(We must have an original signature.)

Address: _____

Phone: _____ E-mail: _____

Fax: _____

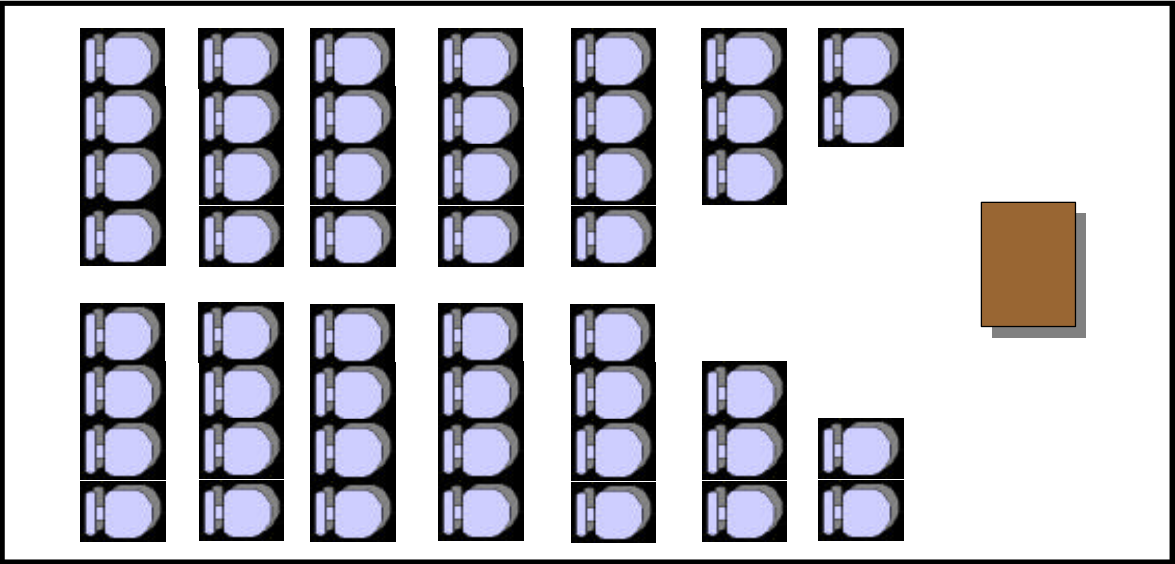
(for office use only)

- ☐ Application Approved
 - ☐ Application Denied
 - ☐ In Schedule Book
 - ☐ Applicant Notified

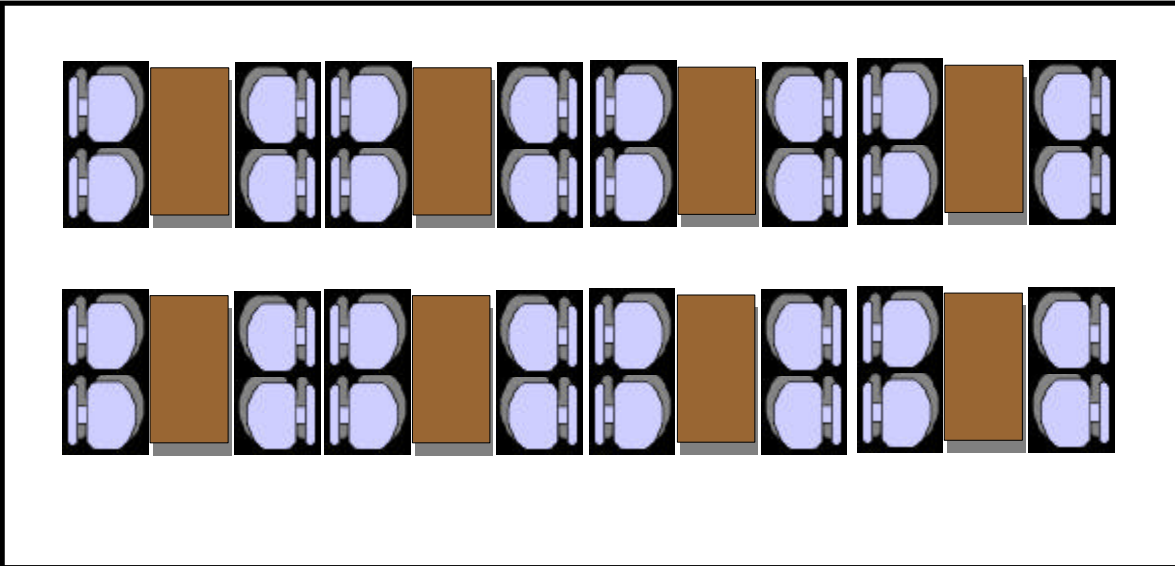
Library Manager

If using Room B, please choose from the following set-up designs:

☐ **Conference Style (50 chairs and podium)**



☐ **Classroom style (32 chairs and 8 tables)**



☐ **Horseshoe style (28 chairs and 8 tables)**

